

LOGISTICS OFFICE INSTRUCTIONS

Supersedes *LN 5-53*, dated 19 February 1953

SUBJECT: Use and Procurement of Technical Reference Material

*Recission: LN 5-53, dated 19 February 1953*

1. GENERAL

This instruction establishes a uniform procedure for obtaining reference material required by the Divisions and Staffs and to provide for the larger reference needs of the Logistics Office.

2. POLICY

Full responsibility for the procurement and maintenance of technical logistics reference publications has been assigned to the Logistics Technical Library, *CYR Staff*. To assure a more coordinated program of publication procurement and a maximum use of those reference facilities available, the Document Procurement Committee member of the Logistics Office has been authorized to screen all requests for periodicals, newspapers, and publications. Insofar as practical, the ~~current~~ *material* reference works in the Logistics Library will be used, thus eliminating duplication of effort required to keep ~~these works~~ *material* current and to conserve floor and cabinet space required for duplicate storage. Reference ~~works~~ *material* retained by Divisions or Staffs *will be* are to be determined as follows:

- a. Those publications of interest only to a single Division or Staff.
- b. Publications required for constant operational use.

3. RESPONSIBILITY

It will be the responsibility of each Division or Staff chief to:

- a. Determine the permanent technical publications required by his Division or Staff.

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b. Submit request memoranda for required material to the Librarian of the Logistics Library. <sup>Technical</sup>

c. Act in an advisory capacity to the <sup>Technical</sup> Library in the selection of general reference works for the Logistics Office.

d. Provide for the orderly transfer of technical reference publications by <sup>personnel</sup> transferring or resigning <sup>from Logistics Office</sup> ~~personnel~~ to replacement personnel, <sup>ensured</sup> or its return to the Logistics <sup>Technical</sup> Library.

#### 4. PROCEDURE

Division or Staff personnel will discuss with their chief, reference material considered necessary for their use. The chief, if he agrees, will then submit a memorandum to the Logistics Library recommending procurement of the publications for divisional or staff reference or as a general reference work for the Library.

Logistics Library is located in Room 1811 [REDACTED] Extension 2556 25X1A6d

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